

# MCC #10 Envelope Order Form

Please complete this order form, including the requisition number, and forward to Finance Office, MS #10.  
 If a reorder of an existing envelope, attach a sample to this form. New or revised orders will have a proof emailed to the requisition signer's office for final approval. Envelopes will be delivered by the vendor to the requisition signer's location.

Please fill out the information below. One envelope style per form. Photocopy as needed.

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Requisition #: \_\_\_\_\_ Delivery Location: \_\_\_\_\_

**Contract Award: 14PSX0240 (12/01/2014-11/30/2015)**

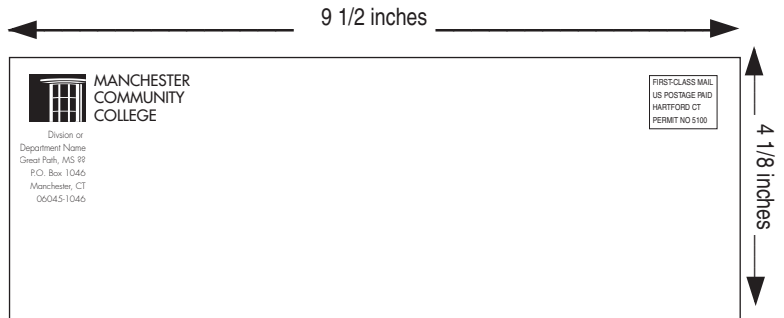
**Approved Vendor: John Gross**

**Delivery: 2 weeks (after receipt of purchase order)**

## Style #1

### #10 Official Envelope with Rounded Flap

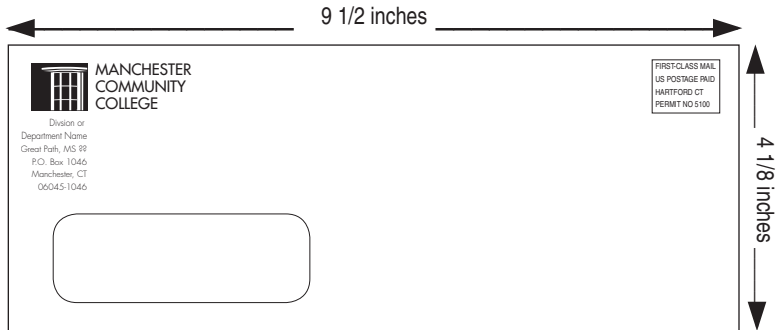
- Quantity: 1M for a cost of \$60.84/M
- Quantity: 5M for a cost of \$171.25
- Quantity: 10M for a cost of \$293.80



## Style #2

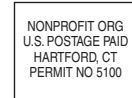
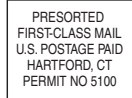
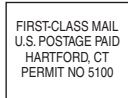
### #10 Outlook Poly Window Envelope with Rounded Flap

- Quantity: 1M for a cost of \$61.18/M
- Quantity: 5M for a cost of \$186.20
- Quantity: 10M for a cost of \$322.30



**Indicia:** (optional, depending on how the letters are mailed; please check one):

- No Indicia
- First Class (must be mailed in batches of at least 200)
- Presorted First Class (must be mailed via a mail house)
- Bulk Mail/Nonprofit (must be mailed via a mail house)



### ADDITIONAL COSTS:

- FIRST-TIME OR REVISED ORDERS will be charged a \$30.00 flat charge.

**Return Address:** (please complete; attach a sample envelope with return address):

Division OR Department \_\_\_\_\_

Mail Station # \_\_\_\_\_

PO # from Purchasing \_\_\_\_\_



Division or Department Name  
 Great Path, MS 89  
 P.O. Box 1046  
 Manchester, CT  
 06045-1046

Example of return address setup if vendor requests PDF artwork.